

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Barbara McDaniel, MMC, Assistant Town Clerk/954-797-1023

PREPARED BY: Barbara McDaniel, MMC, Assistant Town Clerk

SUBJECT: July 19, 2007 minutes

AFFECTED DISTRICT: n/a

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: July 19, 2007 (Workshop Meeting)

REPORT IN BRIEF: Council minutes from the July 19, 2007 Council meeting.

PREVIOUS ACTIONS: n/a

CONCURRENCES: n/a

FISCAL IMPACT: not applicable

Has request been budgeted? n/a

RECOMMENDATION(S): Motion to approve

Attachment(s): July 19, 2007 minutes

**TOWN OF DAVIE
BUDGET WORKSHOP
JULY 19, 2007**

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The meeting was called to order at 6:34 p.m. and was followed by the Pledge of Allegiance.

Present at the meeting were Mayor Truex, Vice-Mayor Caletka, Councilmembers Crowley, Luis and Starkey, Town Administrator Shimun, and Town Attorney Cherof.

Budget and Finance Director William Ackerman provided a PowerPoint presentation.

Council discussed the lobbyist's contracts and Assistant Town Administrator Ken Cohen explained that this issue should be discussed in August or September in order to have contracts in place prior to the end of September. He said that staff would bring the lobbyist contracts to Council a month before they expired, so Council could determine how to proceed. Council agreed that the existing lobbyists would give presentations to Council.

Administration

Councilmember Starkey suggested that Public Information Office Braulio Rosa supply articles to print media outlets and reduce publication of the Davie Update to twice per year, which would require a bit more planning. Vice-Mayor Caletka had asked his constituents what they liked and what they did not like, and the Davie Update was their number one "like." He did not feel the Town needed the radio station at this time, but he did want to keep issuing the Davie Update four times per year. Mr. Rosa informed Vice-Mayor Caletka that each issue, with mailing and handling, cost approximately \$11,000 to \$12,000. Councilmember Luis said the Davie Update was very popular in his district as well. Mayor Truex felt some people may be confusing other magazines with the Davie Update. Council agreed to issue the Davie Update three times per year.

Councilmember Crowley asked Mr. Cohen about Marina Mile. Mr. Cohen explained that Marina Mile was an association of communities from Fort Lauderdale, Plantation and Davie in the area of State Road 84 by the Marinas, which was set up to improve the medians in their area. Davie contributed \$2,500 per year to this.

Mayor Truex suggested that the district spending accounts be reduced to \$2,000 per year. Councilmember Crowley said the bulk of this was for the director for the League of Cities to travel. He said he was unable to travel to Orlando next month but Councilmember Starkey would attend, and he asked if her travel expenses could be charged against his account. Mr. Cohen said if a Councilmember traveled on another member's behalf, these expenses would come out of the "special projects" monies. Council agreed to reduce the district spending accounts to \$2,000.

Vice-Mayor Caletka felt the Town Administrator's education and travel should be reduced as well. That department was currently at \$26,000, but they had only used \$16,000 in 2006. Vice-Mayor Caletka suggested it be reduced to \$18,000. Mr. Cohen agreed to provide a breakdown of the individual expenses.

Councilmember Luis noted that \$329,524 for educational expense requests was a lot. Mr. Cohen explained the process to request tuition reimbursement and reminded Council that these were the requests, and it was likely that some of the requests would not qualify under their new policy. Last year, they had actually spent approximately \$203,000. Mr. Cohen said much of this was for classes for inspectors, engineers, and police and fire personnel, to maintain and advance their certifications. Councilmember Luis wanted to require employees to remain with the Town for four years if the Town paid for a four-year degree. Councilmember Starkey requested a copy of the existing education reimbursement policy.

Vice-Mayor Caletka suggested Council forego its 3% raise for next year. Mayor Truex said individual Councilmembers could elect to forgo their own raises.

Councilmember Starkey asked what the savings would be for the elimination of the two loaner cars used by all departments. Mr. Cohen explained that these were fully depreciated vehicles that they intended to auction off.

Development Services

Mr. Shimun advised that staff was considering eliminating one zoning inspector. Development Services Director Mark Kutney explained that this position assisted with the review of building permits by performing zoning inspections. Mayor Truex said in his opinion, Development Services was currently understaffed. Councilmember Starkey suggested additional impact or other fees to offset the cost of the inspector's position. Mr. Kutney indicated that the program was structured to assure that taxpayers were not subsidizing development. He explained that any department could add to their own cost recovery, and staff was considering this for the future. Mr. Kutney advised that the cost for the position was \$63,000. Mr. Cohen explained that the Engineering Department and Building inspections revenues went into a reserve that could only be used in those divisions. Planning and Zoning, where this position was, did not raise enough revenue to cover its own costs. Cost recovery had added revenue, but not to the point of covering the division's costs. Councilmember Starkey did not support cutting that position and asked staff to return to Council with a proposal for increasing the fees to cover the cost of the position. Mr. Cohen advised that the fees must be specifically increased in Planning and Zoning, and it would be very difficult to increase fees sufficiently to cover \$63,000 a year.

Councilmember Crowley questioned Mr. Kutney's memo that indicated the two engineering inspectors would be eliminated. Mr. Kutney explained that these cuts were no longer on the table. Mr. Cohen said these positions were able to be maintained because there were revenues generated by the department to offset these costs.

Police Department

Councilmember Crowley asked if any layoffs were planned in law enforcement. Mr. Shimun responded that one individual would be retiring on October 1, and that position was being eliminated.

Vice-Mayor Caletka asked how much money was in the law enforcement trust fund forfeiture account. Police Chief John George indicated that there was approximately \$500,000.

Vice-Mayor Caletka had a "strong dislike" for law enforcement's organizational flowchart, and asked that Council be provided with a clear and concise flowchart, prior to the next budget workshop. Chief George explained that this was difficult to describe because of their structure and their schedule, but agreed to try to produce this for Council. He said he could provide the actual schedule for Council to review.

Vice-Mayor Caletka asked how much, on average, was accrued in the forfeiture account each year. Chief George advised that the balance for the past five years was consistently approximately \$500,000 to \$600,000, but the amount accrued each year was variable because it depended upon the drug economy and seizures. Chief George agreed to determine total expenditures from the fund for last year.

Councilmember Luis asked about mounted patrol. Chief George said unfortunately, it was so expensive it was not a priority right now.

Councilmember Starkey did not want to see the GPS tracking system eliminated because she felt it was very important to be able to determine police officers' locations in an emergency. Chief George stated that staff was in the process of deploying the OSSI software that had been funded in the past two capital years. The GPS was an add-on component of this. He said that the OSSI software would be operational in the next six months and he anticipated adding the GPS system back in next year's budget, which was why they had removed the GPS from this year's budget.

Councilmember Starkey said the Nova Southeastern University pitched in funds for two officers and she felt they may need to renegotiate these contracts for reimbursement for these two officers. Chief George said the contract had renegotiated this year and NSU was paying 100% of the costs and the contract was left open to allow the Town to increase NSU's contribution as development grew. Mr. Cohen noted that even though the Town would like the schools to pay more, they felt fortunate to be getting their existing contributions, since the schools had no obligation to provide them.

Fire Department

Vice-Mayor Caletka did not like the Fire Department's organizational flowchart and asked Fire Chief Don DiPetrillo to redesign it for Council. Chief DiPetrillo described the Fire Marshal and Battalion Chiefs' responsibilities and the shift scheduling.

Councilmember Crowley asked if the assistant chiefs could fill in for the Deputy Fire Chief if they did not have one. Chief DiPetrillo explained that the assistants did fill in when the Deputy Fire Chief was absent, but the Deputy Chief was Chief DiPetrillo's right hand when he was not available. He added that the Deputy Chief also oversaw daily operations and ensured that the goals and objectives of the Town were met.

Councilmember Crowley remarked that the Fire Department seemed to have a lot of "top brass" in relation to the front line firefighters. Chief DiPetrillo stated that the department was "actually pretty lean by Fire Department standards" and agreed to provide Council comparisons, if they wished.

Mayor Truex noted that Council received more positive comments from residents than negative regarding the Fire Department. Councilmember Starkey agreed, and said she believed actions by Chief DiPetrillo had helped increase the level of professionalism in the department.

Public Works

Councilmember Luis asked Public Works Director Manny Diez if they had begun to perform any of the contract work in-house. Mr. Diez responded that this would not begin until next year and indicating that staff was currently preparing for this.

Councilmember Crowley asked what services may be suffering because staff was now performing median/lawn maintenance. Mr. Diez stated that the response time might increase, but he planned to change some of their scheduling practices to make more effective use of employees' time. He added that "maintenance on demand" services could suffer.

Councilmember Crowley asked about the \$123,000 budgeted for a lawn maintenance contract. Mr. Diez advised that staff was reducing the lawn maintenance contract to 40% and they would self-perform this task.

Councilmember Luis noted that many things must happen in order for the Shenandoah Fire Station to be built. He felt the station was critical to the residents in District 4 and stated this should not be cut from the budget.

Parks and Recreation

Vice-Mayor Caletka asked Parks & Recreation Director Dennis Andresky about the summer camp reduction to nine weeks. Mr. Andresky explained that the Town had

funded summer camp for 10 weeks a few years ago when the School Board was considering changing the length of the school year. The Town now had an eight-week summer camp with one or two weeks of extended camp. Mr. Andresky wanted to continue to be flexible with one extra week of camp to accommodate any changes in back-to-school dates.

Vice-Mayor Caletka asked how much of the camp's expenses were for the summer lunch program. Mr. Andresky responded that the grant-funded summer lunch program remained intact. The

Police Athletic League (PAL) and the Town provided this through outside agencies at different sites. Staff intended to reduce the Town's program to \$5,000 and if the PAL could not fund their own program, they would request an additional \$10,000 for the full program.

Vice-Mayor Caletka asked about the elimination or moving of staff from Potter Park to other facilities. Mr. Andresky advised that the recommendation was to remove them and explained there were four regular part-time staff year-round, with two additional staff members for the summer. If the staff were eliminated, Mr. Andresky indicated that PAL would need to take more responsibility for the building. Vice-Mayor Caletka remarked that Pine Island was over-staffed, while PAL was in need, but Mr. Andresky was recommending cutting PAL staff. Mr. Andresky explained that Town staff's role was to open and close the facility and ensure that PAL's programs were supervised properly. If PAL properly supervised their own programs, Mr. Andresky believed they could also be responsible for opening and closing the facility.

Vice-Mayor Caletka remembered that Special Projects Director Bonnie Stafiej had stated that she would find sponsorship for half of the fireworks show. He recommended "if it was so easy to get the first half, you have an entire calendar year to go for full sponsorship, save the other \$10,000." Mr. Andresky agreed to pass this on to Ms. Stafiej.

Mayor Truex was adamantly opposed to two of the proposed cuts. The first was the elimination of staff at Potter Park. He recalled a situation a few years ago when the building was not being properly secured and kids were using the facility with no supervision. Mayor Truex wanted staff to remain responsible for securing the building.

Mayor Truex also wanted to keep the \$37,000 for the travel teams. He asked Mr. Andresky if staff had determined how much could be recouped from users fees. Mr. Andresky responded that the proposed fee increases would result in an additional income of \$200,000. Mayor Truex asked how much of an increase in fees would be required to keep the youth travel and the adult sports. Mr. Andresky said the increase would be substantial. He explained that the break even to cover all costs for travel softball was approximately \$700 per child. The fees were now \$140 for residents and \$190 for non-residents.

Councilmember Starkey agreed that staff should be present at the PAL building, considering the problems they had experienced in the past. She felt they should investigate what it would cost to outsource seasonal staff.

Councilmember Luis asked if Mr. Andresky had recommended cutting the travel team because children at that age had other opportunities to play. Mr. Andresky said this was not the reason and that the Town's historical priority had been to offer recreational sports programs. They accommodated travel programs whenever possible. He explained that as the programs had grown, staffing had not increased and once it reached the point where something had to be eliminated, staff would choose to eliminate the travel programs.

Councilmember Starkey said that all of her kids had participated in the travel sports program and she did not want this eliminated. She noted how valuable these programs were and felt that a fee adjustment might need to be considered. Mr. Andresky agreed not to cut staff at Potter Park if that was Council's wish.

Mr. Shimun wanted to look at the fees charged to non-residents, to require them to pay the actual cost of the program, instead of having the Town subsidize other communities' children.

Human Resources

Councilmember Starkey remarked that there seemed to be only a 3% cut in Human Resources while everyone else was taking a "pretty hefty cut." Human Resources Director Mark Alan stated that 71% of his budget comprised of insurances, such as general liability, law enforcement, civil rights, property, flood, commercial crimes, and employee. He added that staffing and operation accounted for only 1.1% of the total. Mr. Alan explained that 8.5% cuts were made in staffing and operations, but they were unable to cut insurance premiums.

Vice-Mayor Caletka asked about the random drug testing program. Mr. Alan described the program and advised that there had been positive test results within the past year, but not a great amount. Vice-Mayor Caletka felt this was a great deterrent and did not want it eliminated from the budget. Councilmember Starkey and Councilmember Crowley agreed. Mr. Alan explained that an employee could still be tested after an accident or for probable cause. He said that staff was at a point in their small budget that they were deciding between cutting “needs” and “wants,” and he felt this was a want.

Councilmember Crowley said the total vehicle allowance for Human Resources was approximately \$10,000, and \$3,000 of this was for fuel. Assistant Budget and Finance Director Carol Menke stated that starting last year, fuel was broken out into a separate account, so this was a ballpark estimate. She advised that they now received actual fuel usages because of the fuel monitoring system.

Councilmember Crowley asked Mr. Alan why he needed a take-home car. Mr. Alan said that some of his business as Human Resources Director took him out of the office. He added that he was also one of the emergency management plan directors who was expected to respond during an emergency.

Housing and Community Development

Councilmember Crowley asked Housing & Community Development Director Shirley Taylor-Prakelt if she had any suggestions to make to Council to prevent any of the cuts she had proposed. Ms. Taylor-Prakelt said the one position they were giving up was currently unfilled and they were fortunate to have a matching grant from Memorial Health Care to help reach their adult/child ratio. She was concerned that the department had no vehicle, because this made it difficult for staff to travel. Ms. Taylor-Prakelt said her department wanted to do their part, and she felt cuts suggested by Mr. Shimun were fair.

Community Redevelopment Agency (CRA)

Councilmember Crowley asked about the CRA tax payment. Ms. Menke said this was the Town's contribution to the tax increment financing for the CRA and confirmed that the Town paid \$1.8 million of its tax revenue to the CRA. She noted that other taxing authorities paid on that increment as well. Councilmember Crowley asked what the Town's contribution was used for in the CRA. Redevelopment Administrator Will Allen said that these funds were used for a number of items, the largest of which right now was capital improvements on the east side and for purchasing properties.

Charitable Organizations

Vice-Mayor Caletka believed that the donation requests were not what the endowment was designed for and if it were up to him, he would put this money in reserves. He suggested the Town only fund those that were funded the previous year, and then reduce those donations by 9% across the board.

Councilmember Starkey agreed they should not fund any new requests. She wanted the following charities to remain at their current level: Broward Homebound program - \$1,000; the Agency for the Aging - \$30,558; the EASE Foundation - \$35,000; Family Central - \$15,000; Firewall Ministries - \$15,000; First Call for Help - \$3,000; Hope Outreach - \$45,000; The Starting Place - \$7,500; Women in Distress - \$5,000.

Councilmember Starkey did not want to fund Kids Voting or the League for the Hard of Hearing. She said she would not vote on the Young at Art program, because her daughter worked there part-time this summer. Mr. Cherof said this would not be necessary.

Mayor Truex disagreed with Vice-Mayor Caletka and felt the donation requests were exactly what the endowment was for. He noted that even if Council funded all the requests, they still would not be invading the principal. Mayor Truex thought their philosophy should be to increase their donations each year since the charities' expenses increased. He pointed out that some of the cuts they would be making in the budget would hurt some of the people these charities would be helping, so the Town's donation was appropriate.

Councilmember Luis said this was one area where he did not want to make cuts either. He wanted to fully fund the requests. Councilmember Crowley favored maintaining the same contributions they had made the previous year.

Mayor Truex asked if Council would be willing to increase the donation to Hope Outreach to \$50,000, and to the Agency on Aging to \$32,000. Councilmember Crowley refused any increases. Councilmember Luis and Councilmember Starkey agreed to the increases.

Mr. Cohen explained how this fund had started and Ms. Menke said the financial statements outlined how the money could be used: one-time community needs or start up projects or charitable works.

Councilmember Luis remembered that in November, the Town came into quite a bit of money from property taxes, and asked what kind of account this money was kept in. Mr. Ackerman explained that when the money came in, it went into the general fund and into their State Board Administration. Mr. Cohen explained they had different investment policies for the general fund and the endowment fund. The endowment fund got much better interest because it was not needed on a daily or monthly basis.

Mr. Shimun confirmed for Mayor Truex that staff was working on the rate study. Mr. Cohen said a series of meetings had been held and he expected to hear from the consultant in the near future.

Regarding vehicle usage, Vice-Mayor Caletka asked Mr. Shimun to make a policy recommendation to Council. Councilmember Starkey asked for a breakdown of administrative contracts.

There being no further business to discuss and no objections, the meeting was adjourned at 9:35 p.m.

Approved_____

Mayor/Councilmember

Town Clerk